



ERSKINE STEWART'S MELVILLE SCHOOLS

JOB TITLE	• Director of Music and Performing Arts
DEPARTMENT	• Music
REPORTS TO	• Deputy Head (Student Enrichment)

ROLE DETAILS	
BASIC FUNCTION	• The Director of Music and Performing Arts is responsible for all music provision across the Junior and Senior Schools. • They will chair departmental meetings, create whole departmental development plans and have oversight of extra-curricular performing arts in the Junior and Senior Schools.
ACCOUNTABILITY	• Reports directly to the Deputy Head (Student Enrichment).
AUTHORITY	• Has full delegated authority over ESM Music department.
RELATIONSHIPS	• Line manages the Head of Music Performance, Head of Senior School Music and Head of Junior School Music.
BUDGET RESPONSIBILITY	• Yes

DUTIES AND KEY RESPONSIBILITIES	Departmental Leadership: • Responsible for the strategic direction of Music & Performing Arts in line with the values and aims of ESM. • Prepare and execute a strategic plan for Music & Performing Arts that aligns with the School Improvement plan, using the performance calendar. • Represent the School both internally and externally, and will build and maintain strong relationships with a variety of stakeholders. • Oversight and responsible for any budgets associated with Music & Performing Arts. • Oversight and responsible for the Music & Performing Arts calendar. • Carry out the PRD of those allocated to them by the Deputy Head (Student Enrichment). • Ensure excellent communication with department leads through regular team meetings and one-to-one meetings. • Work collegiately to ensure staff and student standards are maintained. • Ensures compliance with applicable legal and regulatory requirements. • Any other activities as delegated by the Head of School through the Deputy Heads. Teaching and Learning: • Lead a culture of challenge and support to allow every student to be the best they can be. • Support the development of teaching and learning across the
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	department using the HGIOS framework to improve the experience for every child. • Lead the innovation, monitoring, and evaluation of extra-curricular Performing Arts activities (Music, Dance and Drama). • Teaches 8-10 hours per week. Innovation: • A willingness to challenge current practices, objectively review and work collaboratively to innovate within our Music & Performing Arts provision. • The ability and knowledge to identify new areas of development within the department. Working with Others: • Compliance with all ESMS policies and procedures. • Treating people fairly, with dignity and respect to maintain a positive school culture. • Ensure effective planning, delegation and support of responsibilities. • Developing a culture of high expectations for all and taking action when performance does not live up to these. • Taking responsibility for personal development, both personally and of team members. • Develop a coaching culture. • Support and encourage all colleagues involved in Music and the Performing Arts. Community: • Foster positive relationships with parents and the wider ESMS community. • Communicating clearly with parents and carers to engender a climate of mutual respect. • Co-operate and liaise with colleagues across the school community, other educational establishments and relevant associations as appropriate • Working in collaboration with other schools and stakeholders to promote effective initiatives and share good practice. Vision and Values: • Promotion of ESMS values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role. • Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community. • Fostering an environment that supports the development of these values among students and staff. Safeguarding: • Adhering to the principles and guidelines of “Getting It Right For Every Child” (GIRFEC) to ensure every child receives timely and appropriate support with their welfare as paramount.
EXTRA CURRICULAR ACTIVITIES	The post holder is expected to: • Encourage and lead co-curricular activities associated with the department. • Play a full and active part in the extra-curricular life of the school. • Attend school events as required.

PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
EXPERIENCE	• Experience of leading a large department • Experience of working as a Music Class Teacher • Experience of leading and conducting large orchestral ensembles, choirs and large scale performing arts productions	• Knowledge of GDPR and Data Protection legislation • Experience of curriculum development and managing change
EDUCATION / QUALIFICATIONS	• General Teaching Council for Scotland (GTCS) registration or the potential to achieve this status • Music degree level qualification	• Further musical qualifications highly desirable
SKILLS / ABILITIES / CAPABILITIES	• Highly developed interpersonal skills displaying diplomacy, patience, empathy, and tolerance • Flexible, strategically minded, and solution-focused in approach • Effective decision-making skills	• Experience of speaking in an engaging manner in public (e.g. to prospective and existing parents) • Experience of implementing change successfully • The ability to create and nurture positive relationships with all members of the school community • A collaborative and innovative approach to leadership
PERSONAL ATTRIBUTES	• A leader who inspires the values of trust, transparency, inclusivity and respect. • Able to self-evaluate, be willing to learn and adapt and evolve practice. • Sets high expectations for themselves and others. • Able to work under pressure and lead by example. • Ability to build positive working relationships with colleagues and direct reports to influence and motivate at all levels. • Has courage and flexibility to identify and implement change effectively. • Uphold and promote ESMS values.	• Positive, confident personality and an enthusiasm for, and enjoyment of, children's company. • A desire and capacity to go above and beyond.
LEADING AND MANAGING	• Leads from the front and by example. • Coaching style of leadership. • Has courage and flexibility to identify and implement change effectively.	

	• Has sound budget management skills. • Plans, prioritises, organises and delegates. • Has strong analytical skills.	
DEVELOPMENT OF SELF AND EMPOWERMENT OF OTHERS	• Appreciates the impact of change on the school and individuals. • Challenges, influences and motivates others. • Nurtures professional interpersonal relationships with staff and students. • Develops individuals' capabilities. • Empowers and sustains an effective team. • Uses courage, care and curiosity to deal with conflict.	